COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.:   **OIT-06-146 (DW) (MPP)**

JOB TITLE: **INFORMATION TECHNOLOGY SPECIALIST (DATA MANAGEMENT) GS-2210-13**

AREA OF CONSIDERATION: Government-Wide

Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the Armed Forces under honorable conditions after 3 years of continuous active service may apply.

OPENING DATE: **09/08/2006**

CLOSING DATE: **09/22/2006**   **Applications must be received by 5:00 p.m. EDT**

PROMOTION POTENTIAL: None

STARTING SALARY: **GS-13, $77,353 pa**

Information Technology Specialist (Data Management) GS-2210-13, (1 position), Court Services & Offender Supervision Agency (CSOSA), Office of Director, Office of Information Technology, Washington, DC.

DUTIES: The incumbent is the Information Technology Specialist Data Management and performs work to analyze and define data requirements and specifications. Performs work to analyze and define data requirements and specifications. Manages collection of compatible and normal data, and implements relational database application software to manage data for overall agency program. Maintains Agency databases which includes installations and upgrades, maintenance of the data dictionary and entity relationship diagrams. Maintains access controls for data sources, stored processes, information maps, reports, server definitions and security related objects. Ensures databases meet business requirements of clients and are accessible to users. Determines need for changes in access methods, storage media, or elements based on usage and actions. Designs physical data models that describe structure for data storage, data indexing, data manipulation, and data retrieval applications. Selects database management software, defines hardware requirements, and determines if databases will be relational or object oriented. Ensures databases are designed, developed, and configured to ensure quality and reliability in meeting business requirements. Designs and implements enterprise database strategies for backup, recovery and migration, and correct complex operations and performance problems.

Maintains, monitors, tunes performance, backups, and recovers databases. Installs configures, and maintains database management system software. Analyzes and plans on anticipated changes in data capacity requirements. Develops and administers data standards, policies, and procedures. Develops and implements data mining and data warehousing programs. Develops logical data models to be translated into workable database structures in the database development process, and designs and implements enterprise database strategies for backup, recovery and migration, and correct complex performance problems. Performs Data warehousing work to develop logical data models to be translated into workable database schema and structures, and design and implement enterprise database strategies for backup, recovery and migration, and correct complex operations and performance problems. Evaluates and recommends actions on new database technologies and architectures, and ensures rigorous application of information security/information assurance policies, principles, and practices. Performs work with Statistical Analysis System Output Delivery System to manage programs that deliver output in a variety of Statistical Analysis System data sets, listing files, or Hypertext Markup Language in a Statistical Analysis System windowing environment as a graphical user interface to run and test Statistical Analysis System programs. Manages Statistical Analysis System Information Map Studio to create and manage information maps business metadata to enable self-service information access by business users with centralized metadata architecture and information maps stored in the Statistical Analysis System Metadata Repository. Designs, tests, implements, maintains and controls the organizations' relational databases. Develops back-up and recovery procedures. Coordinates all system change requests and conducts testing and roll-out of new data base software releases. Performs quality control audits on all databases and completes unit testing and integration testing of software. Performs data validations, quality control task with current data and data exchanges within and with external customers. Provides input into system architecture definition, hardware specifications and system testing and maintain applicable system security administration. Evaluates and recommends actions on new database technologies and architectures, and ensures application of information security/information assurance policies, principles, and practices in the delivery of data management services.

QUALIFICATIONS:
One year of specialized experience equivalent to the next lower grade level. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **Regarding this position, specialized experience includes** Information Technology Specialist Data Management work to plan, develop, implement, and administer systems and databases used to store and retrieve data and develop standards for the acquisition, storage, and handling of data. The work supports the ongoing availability of data that facilitates reporting, client population analysis, predictive studies, and other areas. The incumbent is relied upon to ensure appropriate storage, structure, and availability of systems to support daily and long-term Agency requirements. . In addition, specialized experience includes work to develop and implement comprehensive policies and procedures that govern the use and control of the Base Statistical Analysis System server databases. Designs, tests, implements, maintains and controls the organizations' relational databases. Develops back-up and recovery procedures. Experience includes work to coordinate all system change requests and conduct testing and roll-out of new data base software releases. Experience includes quality control audits on all databases and completes unit testing and integration testing of software.

Time-in-grade restrictions apply for current Federal employees. For time-in-grade requirements, status eligibles must have one year at the GS-12 level to be eligible for the GS-13 level. Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: Your application will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Extensive knowledge and skill in interpreting and applying data standards and procedures for both Statistical Analysis System and Microsoft Structured Query Language database management systems.

2. Knowledge of the principles, methods and tools for automating, developing, implementing and administering database management systems, such as logical and physical design space allocation and performance monitoring.

3. Knowledge and use of administering Statistical Analysis System Management Console, Apache Tomcat, Information Map Studio, Web Report Studio, and Extraction Transformation and Loading of data from across the enterprise to create consistent and accurate information

4. Knowledge of systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems.

5. Skills in oral communications to establish effective working partnerships, meet and deal with personnel, and present technical documents and information to technical and non-technical personnel.

In addition to submitting you application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience as it relates to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510).
A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at http://www.usajobs.opm.gov/faqs.asp, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

Status applicants (those having career or career-conditional appointments): If you also wish to be considered under competitive procedures, please submit another application under vacancy announcement OIT-06-145 (DW) (DEU).

Veterans: Veterans must submit their DD-214 and all supporting documents as proof of their Veterans Employment Opportunity Act (VEOA) eligibility to be considered for this position.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Dierdre Williams, HR Specialist on (202) 220-5609 or TTY (202) 220-5474. Applications must be *received* by 5:00 p.m. EDT on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Appointment will require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.